

Salary:

Grade 4:15 (£24,933) – Grade 5:21 (£28,142) (Full year)

Reports to:

Site Manager

Purpose of the Role:

- To undertake efficient and effective maintenance and security of the school site to ensure the site is welcoming and safe for all users.

Main Tasks and Responsibilities:

- Monitor, operate and maintain appropriate site security, including being available to answer emergencies outside of regular working hours and liaising with alarm companies and emergency services and being a designated key holder;
- Maintain the school building including conducting repairs and improvements to ensure the school site is a safe and welcoming environment for students and staff through:
 - General carpentry;
 - General building works;
 - General plumbing;
 - Minor improvements;
 - Painting and decorating;
- Monitor and operate appropriate systems to ensure the most economical use of gas, electricity and water, making seasonal adjustments as required;
- Liaise with regular contractors (including Initial, ShredIt, Rentokil), ensuring they adhere to the correct site procedures;
- Carry out portering (including the moving of heavy furniture) and cleaning duties (including specialist cleaning) and litter picking around the site;
- Receive delivery of supplies, furniture and parcels and ensure their correct distribution;
- Perform duties in line with Health and Safety and COSHH regulations, including:
 - Reporting any near misses and Accidents via EvolveAccidentbook and to the Site Manager
 - Removing any faulty equipment from use and marking as 'out of use', and reporting to the Site Manager;
 - Being responsible for the coordination and undertaking of Portable Appliance Testing of relevant school equipment
 - Completing water temperature records;
 - Undertaking weekly system flushing;
 - Undertaking site safety daily walks including checking emergency exits are clear and there are no trip hazards around site, reporting any concerns to the Site Manager immediately;
 - Undertaking preparations and responses to extreme weather – e.g. gritting

Main Tasks and Responsibilities:

- Complete any appropriate records or documentation as required by the Site Manager;
- Regularly meet with the Site Manager to discuss the progress of jobs list;
- Prepare the Main Hall and other areas for assemblies, Open Evenings etc., including moving tables and chairs;
- To be on call throughout the course of the working day when on site for any issues arising;
- Perform basic upkeep of the school's minibus to ensure it is roadworthy and ready to be used by other staff, including:
 - Taking the vehicle for services, MOTs and repairs;
 - Following and completing the minibus checklist, involving but not limited to replenishing petrol, windscreen wiper fluid and changing headlight bulbs etc;
- Use the school minibus as and when required to:
 - Transport students to events and on day trips;
 - Collect relevant supplies and equipment;
- Operate necessary equipment to carry out duties, such as power tools, and powered stairclimbers;
- Undertake, as directed by the Site Manager, any necessary training related to the duties of the post, including Health and Safety sessions, working at height, moving and handling, security and Safeguarding;
- Ensure the facilities, including toilets, are kept clean and tidy at all times, including restocking of supplies;
- Covering cleaning staff duties for absence as and when required;
- Maintain good working relationships with staff and to co-operate with necessary changes to the daily work routines to assist the smooth operation of the school;
- Be committed to the safeguarding and promotion of the welfare of children and young people;
- Comply with the school's safeguarding procedures, code of conduct and health and safety procedures;
- Take part in duties as required and take on the role of a fire marshal during planned and unplanned fire evacuations;
- As required, open and close the school facilities during community lettings periods at weekends;
- Maintain confidentiality regarding handling of sensitive data pertaining to students, staff, or school related matters.
- Ensure the integrity of all data held in the school;
- Take part in regular training including termly cyber security awareness and role specific, such as Portable Appliance Testing and Manual Handling.

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the employee's line manager / Headteacher from time to time, up to or at a level consistent with the principal responsibilities of the job.

Signed :

Date: